Minutes of the meeting of Silverton Parish Council
held Monday 5th October 2026 at 7.30 p.m. in the Silverton Community Hall

Present: Peter Kidds, Josh Wright, Sarah Gooding, Ruth Harrison, Chris Eveleigh, Gavin Donovan & District Cllr Rhys Roberts,

Mr James Rutledge

Minute 114548 Apologies for absence

Apologies had been received from the Chair (Simon Hedges) & Cllr Olivia Kennard

Minute 114549 To note any declarations of interest:

(a) Pecuniary
None
(b) Other Registerable Interest
None
(c) Non-Registerable Interest
None

Minute 114550 Meeting open to any questions from members of the public – 10 mins

Mr James Rutledge attended the meeting as an observer as he stated he was possibly interested in joining the Parish Council.

Minute 114551 Discussion with District Cllr Rhys Roberts & District Cllr Josh Wright on any relevant issues

District Cllr Roberts apologised for not attending recently. He noted the changed position with regard to the Local Government Reorganisation and said it could be argued the pause is welcomed as in his personal view it was unworkable and undemocratic. Where it takes it now is unknown and have to wait and see. With regard to the costs to date in preparing for the reorganisation he stated he could not confirm what these were as it was up to Cabinet Members to indicate the position if they felt willing to do so. He suggested the Council ask District Cllr Wright.

MDDC are updating its Local Plan which will be in place to 2046. As such it will be reaching out to Parish Councils and looking for open green spaces, recreational in particular and assets which MDDC own which Parish Councils may wish to take over. Residents of MDDC have already been surveyed with regard to the Local Plan. With regard to climate change, there is a strong ethos in the new Local Plan. There will also be development in its new website.

With regard to EV Charging points, MDDC may be able to benefit from a Government backed business scheme.

Creative Community Grants are now available up to a maximum of £5,000. If the Parish Council were to produce an event for the village this Grant may apply.

Devon County Council has launched free advice to people throughout the County with more information on its website.

District Cllr Josh Wright stated there is a motion to the Council in relation to when there are large developments and how SWW cope in relation to the additional sewage/water . Currently it does not have to produce paperwork in this respect. There has also been discussion regarding the lack of reservoirs in the area.

Minute 114552 To approve Minutes of the meeting held on 7th September 2026

RESOLVED the Minutes of the meeting dated 6th July 2026 be accepted as a true record. Proposed by Cllr Wright. A vote by way of a show of hands took place with 5 in favour and 1 abstention

Minute 114553 To approve the Minutes of the meeting held on 3rd August 2026

RESOLVED the Minutes of the meeting dated 3rd August be accepted as a true record. Proposed by Cllr Donovan. A vote by way of a show of hands took place with 6 in favour and 1 abstention

Minute 114554 Action Plan

A copy of Action Plan had been circulated to all Council members prior to the meeting.

An Email from County Cllr Keable had also been circulated to Councillors prior to the meeting which included various updates to the issues he was overseeing.

124 - Signs at Upexe – no update
125 – Speeding at Ellerhayes – no update
126 – Dropped kerbs a Applemede –the budget is oversubscribed and a different budget is being looked at.
127 (a) – double yellow lines on small sections of Wyndham Road, Coach Road and Fore Street were not on the Agenda for 24th September 2026 as information for report was not complete. The next quarterly meeting is in January,.
131 – Bus shelter – The Vice-Chair confirmed she has had discussions with Mark Phillips at Devon County Council and they have agreed to pay for the bus shelter including the groundwork. The Parish Council to contribute £5,000.00.

The Bushby Shelter was not suitable and so the Parish Council now has to choose another from the email which the Clerk had circulated and which had been uploaded to the Shared Drive.

After considering the options it was RESOLVED to request a “Snowdon” shelter. Proposed by Cllr Wright which was unanimously agreed by a show of hands.

132(a) – Bus Stop at the Meads – County Cllr Keable had indicated that the proposal is for a Bus Pole between Meadow Lea and the car par to the South. There is insufficient space for a bus pull-in. M Group have been commissioned to survey the locality for utility supplies. He has asked Mark Phillips to provide a date as to when the works will be undertaken. Installation of the Bus Pole is scheduled as high priority.

132(b) – New timetable holder in the Square. Cllr Wright confirmed this has been installed in the Bus Shelter.

220 – Public protection order – this Order has now been approved which has the effect that the whole of the Recreation Field is a “no dog” area and the signage will be erected in the near future. Cllr Wright will update on Facebook once signs are put up.

221(b) – Repairs to fencing in the Recreation Field - awaiting an update from DB Fencing.

222 – Potential Orchard on MDDC land in Recreation Field - no update

225/226 –ROSPA Reports/Skatepark - no update

239 – New Lease of Little Rec - no update.

241(a) – Information Signage re Fire Engine House – an email from Cllr Kennard had been circulated to Cllrs prior to the meeting giving possible lettering for the signage. RESOLVED the design be with two lines – 75mm lettering to fit the wood as recommended by David Wright. Proposed by the Vice-Chair and unanimously agreed by a show of hands.

241(b) – Fire Engine House - Agenda item

242 – Telephone Box - no update

243 – Public Noticeboard – no update

307 – Emergency Plan - no update

321 – Audio Visual for the Dorothy Granger Room - Cllr Wright is putting a costing together. He has chosen a 75 inch TV, brackets, soundbar with 2 remote dongles. He has not, as yet, heard back from County Cllr Keable. He was reminded the Hall Committee would need to approve the installation.

322 – New Website- on Agenda

323 – Review of Accountant provider – agreed this to be removed from the Action Plan

324 – Electricity to the Tennis Hut - on Agenda

325 – Councillor training - on Agenda

Minute 114555 **Planning**

Cllr J Wright took no part in the following planning discussions as he is a District Councillor for the Silverton Ward and wishes to remain independent of the Parish Council so as to be able to represent parishioners if asked.

(a) **Applications**

26/01244/HOUSE – Erection of rear extension following removal of existing conservatory – 16 Church Road, Silverton

RESOLVED the Parish Council supported the above application. Proposed by Cllr Gooding. A vote was taken by way of a show of hands with 5 in favour 1 abstention (Cllr Wright)

26/01223/LBC – Listed Building Consent for the removal of cement mortar pointing to external masonry elevations and repointing using traditional lime putty mortar mix – Leigh Cottage, Leigh Barton, Silverton

RESOLVED the Parish Council supported the above application. Proposed by Cllr Kidds. A vote was taken with 5 in favour and 1 abstention (Cllr Wright)

(b) Approvals/Refusals (received from MDDC)

APPROVAL – substitute plans relating to alterations to the roof – 76 Wtyndham Road, Silverton (26/00926/HOUSE)

(c) Any other planning matters

None

Minute 114556 Finance

(a) Monthly invoices

- Mrs S Woodland – Clerk's wages/expense reimbursement - £762.60 + expenses (£12.10 September Microsoft payment) = £774.70
- Mr D Marsden – Handyman monthly invoice = £673.00
- HMRC – Tax & NI payments – Quarter 2 - £804.84
- Silverton Community Hall – annual fees (April 2025 – March 2026) - £228.00
- Parsons Landscapes Limited – September grounds maintenance - £1,202.74
- E-On Next – August invoice - £18.25
- Evolution Skate Parks Ltd – annual maintenance report - £750.00

RESOLVED the above invoices be approved for payment. Proposed by Cllr Donovan. A vote was taken by way of a show of hands which was unanimous.

Direct Debits

- Lloyds Bank PLC – monthly fee re Lloyds credit card - £3.00
- Lloyds Bank PLC – Service Charge £7.00
- Westcotts - monthly fee - £36,00

It was noted the Second instalment of the Precept in the sum of £31,137.50 had been received from MDDC.

(ii) To consider Evolution Skateparks Limited annual condition report re skatepark

The annual condition report had highlighted cracks and damage due to the hot summer. The report had not recommend the park be closed. However, the damage does need addressing and once a specification had been received from Evolution Skateparks Limited quotations for the work will be requested.f

(iii) Update re new Parish Council website

The Vice-Chair showed a website created by Aubergine which had already provided for another Parish Council. She had also looked at other Parish Council websites created by other providers. After discussion it was RESOLVED that a Website Committee be set up consisting of Cllrs Wright and Eveleigh. The Committee will consider available website providers with a view to the new website having easy access, scaling, accessibility, disk space, support and on-going maintenance. The Committee to report back to the November meeting with a recommendation of the provider and any other recommendations. Proposed by the Vice-Chair. A vote was taken by way of a show of hands which was unanimous.

(iv) Update re electricity supply to Air Ambulance Landing Site

Awaiting update from electricity provider.

(v) To note Bank Reconciliations for September 2026 – circulated to Councillors prior to the

meeting

RESOLVED the Bank Reconciliations be accepted as a true record. Proposed by the Vice-Chair. A vote was taken by way of a show of hands which was unanimous.

(vi) Training – requests for training from Councillors

Cllr Gooding suggested the New Councillor training and also a Planning course. She will let the Clerk have the relevant details.

The Vice-Chair pointed out there are free online courses and going through the courses available via DALC.

It was agreed the Clerk and Vice Chair would consider the options available.

(vii) Update re refurbishment of Parish Noticeboard

The Clerk indicated she was waiting to hear from Dave Wright as to whether or not he was interested in the project.

(viii) Emai from Secretary of FOSS re possible funding towards larger-scale projects

An email had been received from the Secretary of FOSS requesting possible funding which was available to read prior to the meeting on the Shared File. The Chair had sent an email suggesting the Parish Council respond to the FOSS email pointing out that the Parish Council has up to £1,000 left in its Community Fund which exists to provide benefits to the parish and people of Silverton. This Fund has been used in the past to help fund a Youth Worker for the parish and to help fund the Coronation and Jubilee celebrations. There is no specific limits on what the funding can be spent on, but the Parish Council would not wish to use it to subsidise a general shortfall in funds from other Government bodies, and if there are projects that have a wider positive benefit for the Parish as well as supporting the School, then that would be useful. Any information on the projects, project costs and fundraising targets for these projects and the benefit for the school and Parish would be helpful.

After discussion it was RESOLVED that the Clerk respond to the email from the Secretary of FOSS as per the Chair's email recommendations. Proposed by Cllr Donovan and unanimously agreed by a show of hands.

(ix) Consider possible re-appointment of Penny Clapham as the Parish Council's Internal Auditor and her Contract for 2027

RESOLVED Penny Clapham be appointed the Parish Council's Internal Auditor for the year 2026/2027. Proposed by Cllr Wright and unanimously agreed by a show of hands.

Minute 114557 Review of Policies

(i) Website Policy
(ii) Press & Media Policy

Copies of the Policies had been available to view on the shared file prior to the meeting. RESOLVED that the Policies above be adopted by the Parish Council. Proposed by Cllr Gooding and unanimously agreed by a show of hands.

Minute 114558 Fire Engine House update – Report by Fire Engine House Committee

The Vice-Chair reported that Ellen Cocking was proceeding with the project even though the Paish Council had highlighted the possible pitfalls and loss of money.

She is currently engaged in submitting plans to the Planning Officer. Part of the plans are to move the dog bin and re-site it on the wall on the Church path. Richards Educational Trust had asked for a mock up of the damp course which she had provided. With regard to the storage of the items in the building a quote had been received from the Handyman which was given to Ellen Cocking. The Committee believes she is making her own arrangements and has advised her to approach the Street Committee with regard to the items currently in storage.

Hole & Pugsley had sent its Client Care letter and Terms and Conditions in relation to the work required to prepare the lease. The quote to prepare a new lease was £750 - £1,000 + VAT with an archive fee of £20 + VAT. The quote did not include any further work or considered opinion or advice. RESOLVED the quote be accepted. Proposed by Cllr Harrison. A vote was taken by way of a show of hands with 5 in favour and 1 against.

For due diligence the Parish Council went out for a commercial valuation on the building and had received a quotation of £1,600.00. The Clerk had been in contact with our Internal Auditor who was of the opinion that as a low rent was to be charged there was no need to obtain a commercial valuation.

The Vice-Chair gave an update on the works to be carried out.

Cllr Wright gave thanks to the Committee for the work carried out to date.

Minute 114560 Update re Emergency Plan

Defer to November meeting

Minute 114561 October Mini Market Report

(i) Concern had been expressed in relation to the gentleman who sits in the bus shelter and has been begging from people. There had also been a younger man who says he is homeless and has been seem washing in public. District Cllr Wright will investigate.
(ii) It had been report that a lady had been attacked by the cat which sits in the bus shelter. She had bites and scratches and attended A&E .
(iii) A report had been made regarding brambles on Coach Road which were overgrown. The Clerk stated this was the responsibility of DCC if the brambles were not inside the Recreation Field boundary. If not, the Handyman would be asked to cut them back.

November Mini-Market– Cllr Hedges would be attending and in December Cllr Eveleigh would be attending.

Minute 114562 Correspondence

- Email from Laura Hetherington re St Mary's Church and its community engagement activities. On agenda for November.
- Email re Westbank's 40th Anniversary Showcase Event – 13th October 2026 between 10.00 and 15.00 – this is a drop in event
- September update by Cllr Gwen DuChesne – Cabinet Member for Parish and Community Engagement. A copy of the update had been available to view on the Shared File.

Minute 114563 Matters brought forward by the Chair

No matters were brought forward by the Chair

Meeting closed at 21.35